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8 JUN 1987

MEMORANDUM FOR: Director of Personnel

FROM:

Acting Director of Logistics

SUBJECT: Relocation of Clerical Staffing Division,
Office of Personnel, During Removal of
Asbestos at Ames Building

1. In February 1986, a determination was made by the General Services Administration (GSA) that asbestos containing material in the second floor ceiling space at Ames Building had to be removed. Our Agency, specifically the Occupational Health Branch, Safety Division, Office of Medical Services, also conducted sampling and air monitoring tests and concurred with GSA's decision, and recommended that the removal be made a priority item as the suspended ceiling is also used as an air plenum.

2. In order to accomplish the removal of the asbestos, the second floor occupants, Clerical Staffing Division, Office of Personnel (CSD/OP), were to be relocated. The Real Estate and Construction Division (RECD), in conjunction with GSA, pursued a number of possibilities for relocation. In November 1986, the Building was identified as being an acceptable site. Approximately 5,000 square feet of office space was available on the third floor, and your office proceeded to seek the approvals necessary for the lease acquisition.

3. It is our understanding now that the approval is on hold and that the CSD relocation has become part of a larger plan to accommodate OP expansion and future relocation/consolidation requirements. We see the value of such planning, but feel the liabilities involved in health and safety issues such as asbestos require that this move be made as quickly as possible.

4. In addition, there are other concerns which hinge upon the resolution of this situation: The Office of Logistics has agreed to fund the relocation and is anxious to determine the extent of funding required in FY 87. The GSA is concerned about compliance to health and safety regulations and may force the issue. They

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also have an agreement with the lessor to provide vacated space for the removal process. The lessor has an obligation under the lease to remove the asbestos within a six-month time frame which has already expired.

5. We would appreciate your immediate attention to the issue of relocating the CSD, either temporarily or permanently, so that the asbestos can be removed. Please notify the RECD of your decision by 15 June 1987 so that they can resume action on this project. If you have further questions, please contact the Chief, RECD or the project officer,

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3 Jun 87

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